

3 FAH-1 H-3440 MILITARY LEAVE

This subchapter contains procedures and guidelines which implement the regulations published in 3 FAM 3440 and should be used in conjunction with that subchapter.

3 FAH-1 H-3441 ACCRUAL OF MILITARY LEAVE

3 FAH-1 H-3441.1 Accrual Rate for Full-Time Employees

(TL:POH-11; 4-8-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service and Civil Service employees)

a. A full-time employee accrues military leave at the rate of 15 calendar days per fiscal year and, to the extent that it is not used in a fiscal year, accumulates for use in the succeeding fiscal year until it totals 15 days at the beginning of a fiscal year.

b. In the State Department, the affected employee's approving official must submit a certified statement of unused military leave to the Bureau of Finance and Management Policy (FMP/DFO/OCP/CAPD).

3 FAH-1 H-3441.2 Accrual Rate for Part-Time Employees

(TL:POH-11; 4-8-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service and Civil Service employees)

A part-time career employee accrues military leave at a percentage of the rate for full-time employees (see section **3 FAH-1 H-3441.1**), which is determined by dividing 40 into the number of hours in the regularly scheduled workweek of the employee during the fiscal year. Thus, the military leave accrual rate for a part-time employee who is regularly scheduled to work 32 hours per week throughout the work year would be computed by dividing 32 by 40 which yields the percent of a full-time employee schedule being worked by the part-time employee (80% in this case). The 15 days earned by the full time employee is then divided by the percentage obtained (in this case 15/80%) which yields the number of days actually earned by the employee (in this case 12 days).

3 FAH-1 H-3442 PAY STATUS REQUIREMENT

(TL:POH-11; 4-8-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service and Civil Service employees)

In order to determine whether an employee may be granted military leave with pay, the deciding official should determine whether the employee would otherwise have been in a civilian pay status during the period of re-requested leave. This determination involves not only the pay (and leave) status immediately before the beginning of military duty but also the pay (and leave) status immediately afterwards. If the employee's pay status would otherwise have changed during the period of military leave, (e.g., at the time the employee requested leave, he would have been on approved leave without pay) then he would not be entitled to military leave with pay since no civilian pay would have been lost.

3 FAH-1 H-3443 RELATIONSHIP TO ANNUAL LEAVE

(TL:POH-11; 4-8-96)

(Uniform State/USAID/USIA/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service and Civil Service employees)

When an employee while in an annual leave status preceding a furlough-without-pay before separation by reduction-in-force is called to military training duty, military leave is regarded as interrupting the employee's annual leave status so as to permit the employee to revert to an annual leave status at the termination of military leave before the previously fixed termination date.

3 FAH-1 H-3444 THROUGH H-3449 UNASSIGNED